



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT FOR BEARER

AT

THE DEPUTY CHIEF OF MISSION'S RESIDENCE

VACANCY ANNOUNCEMENT NUMBER – 15-095

OPEN TO: All Interested Candidates

POSITION: Bearer #3, Deputy Chief of Mission's Residence

OPENING DATE: December 31, 2015

CLOSING DATE: January 14, 2016

WORK HOURS: Full-time; 54 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

The Deputy Chief of Mission's Residence at the U.S. Embassy in New Delhi is seeking an individual for the position of Bearer #3.

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the overall cleaning, dusting, polishing, serving, washing-up, and maintaining all rooms and all official and personal equipment at 17, Amrita Shergill Marg.

- Responsible for day-to-day cleaning and dusting of the property.
- Ensure the highest quality of hygiene while washing-up and maintaining cleanliness of the residence.
- Maintenance of all rooms and all equipment in the residence.
- Ensure proper polishing of items and assistance in serving.

- Ensure cleanliness in the kitchen area to include equipment, utensils, surrounding area etc.
- Any other normal services and duties associated with the position/ additional work in connection with the property assigned by the Residence Manager.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Minimum two years of job related experience.
2. Good working knowledge (read/write/speak) in English and Hindi.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

The resume or curriculum vitae must include the below information.

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice Period to current employer
- O. References

SUBMIT APPLICATION TO:

U. S. Embassy
 Human Resources Office
 Shantipath, Chanakyapuri
 New Delhi 110 021
 Or
 FAX: 2419-8056
 Or

E-mail: NewDelhiOREVacancies@state.gov

POINT OF CONTACT

Telephone: 24198716

Please insert **“Application for Bearer #3, Deputy Chief of Mission’s Residence”** in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the position title **“Application for Bearer #3, Ambassador’s Residence”** will not be accepted.